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Faculty manual



The Faculty Manual provides information on the mission and vision of Syracuse University,

Leave policies

Research

Tenure track and tenured faculty are eligible for research leave. Individuals who show potential for using the leave to scholarly/creative/academic advantage, may be recommended by their school/college for a one semester research leave at full pay with benefits, or for an academic year leave at half pay with benefits. Others may be recommended for leaves without pay or benefits depending on external funding or for full salary and benefits depending on external funding. A Research/Study Leave Application must be completed and signed by the faculty member. The application must indicate the terms of the leave requested and whether external funding has been applied for. The length of the leave and the salary and benefit terms must be indicated by checking the appropriate box on the application. Two copies of the completed form, along with copies of the faculty member's CV and a letter explaining the purpose of the leave should be submitted to the department chair or director. Link to application

Administrative

Tenure track and tenured faculty are eligible for administrative leave. This leave may accommodate a variety of purposes including personal business, government service, or family needs. The leave may provide relief of duties for up to one year. The school/college may recommend an individual be granted a leave with or without salary and/or benefits. An administrative leave application must be completed and signed by the faculty member. The application must indicate the length of the leave, the reason for the leave, and the salary and benefit provisions requested. Also, the completed application must indicate whether or not a tenure clock stoppage is requested. Two copies of the completed form, along with copies of the faculty member's CV and a letter explaining the purpose of the leave, should be submitted to the department chair or director. Link to application

Parental

Tenure track and tenured faculty who become parents (through childbirth or adoption of a child younger than 7 years of age) and who, during the period of the requested leave, will be the child's primary care-giver or will spend the most time caring for the child, are eligible for parental leave. The school/college may recommend that the leave be granted for one semester at a reduced work load with full salary and benefits or for half a semester with no duties but with salary and benefits. Faculty members have the option to combine maternity leave with parental leave for a full semester's release from teaching duties with full salary and benefits. Link to more information and application

Short term disability

Faculty are eligible for short term disability if they are absent from work due to an injury or sickness that prevents them from performing any or all of their regular duties, and if the other requirements of the short term disability plan are satisfied. Satisfaction of these requirements will allow such benefits to be provided for qualifying short term disabilities and maternity leaves. Once an individual is provided this benefit it will continue until the attending physician clears the faculty member to return to work, even if the time goes beyond the normal teaching appointment. Link to more information

- **Part-time leave of absence form**
- **Faculty return to work form**

policies governing the faculty, and the rights and responsibilities of the faculty of Syracuse University.

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